

## **CLYDEBANK HOUSING ASSOCIATION LTD**

**TO:** Management Committee (23 June 2020)

**DATE:** 18.06.2020

**FROM:** Chief Executive

**SUBJECT:** Declaration of Interest/Entitlements, Payments and Benefits/ Gifts and Hospitality Report 2019/20 Item 20 ([For Information](#))

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### **Purpose of Report**

The purpose of the report is for the Management Committee to review the register entries during the year relating to staff and committee declarations of interest, gifts and hospitality received and entitlements, payments and benefits.

### **Potential impact on tenants and service users/Tenant Consultation requirements**

There is no adverse impact on tenants and other service users as a result of information contained in this report.

### **Value for Money**

**CHA considers Value for Money in all aspect of its business including: -**

- Managing our resources to provide quality services and homes to meet the needs of customers and the local community.
- Delivering the right service at the right time at the right cost.
- Planning for and delivering year on year improvements on our services based on customer priorities.
- Getting the most out of our assets and staff by operating efficiently and effectively.

There are no value for money considerations in relation to the information contained within this report.

### **Risk**

The recording of the information contained within this report is required under the following Policies: -

- 1) Entitlements, Payments and Benefits Policy
- 2) Gifts and Hospitality Policy
- 3) Declaration of Interest Policy

We are part of a sector that has a strong reputation for integrity and accountability to the people we exist to help and to our Regulators. We must ensure that the organisation upholds its reputation and that of the sector. Our people cannot benefit inappropriately from their connection with the organisation. The non-recording and reporting of the information contained within this report in line with the above policies could open up the Association to external scrutiny and could be detrimental to the Association's public and stakeholder reputation.

## **Legal/constitutional Implications (Reference to Model Rules)**

There are no legal implications as a result of the information contained within this report.

### **Relevant CHA Objectives:**

- To manage the houses provided, in a professional and cost effective manner, for the benefit of our local community and the environment.
- To ensure that our resources are adequate to deliver our objectives by investing in our people, demonstrating value for money and through robust procurement practices.
- To promote social inclusion by applying principles of equality and diversity to everything we do.

### **Relevant SHR Regulatory Standards of Governance and Financial Management**

#### **Standard 1**

The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

#### **Standard 2**

The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.

#### **Standard 4**

The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.

#### **Standard 5**

The RSL conducts its affairs with honesty and integrity.

#### **Standard 6**

The governing body and senior officers have the skills and knowledge they need to be effective.

***The Management Committee will require confirming that the contents of this report and decisions required (if applicable) do not constitute a breach, material or otherwise, of the above Standards and there is no requirement to report a Notifiable Event to the Regulator.***

### **Equalities**

No protected group is adversely affected by the proposals, recommendations or updates within this report. Our commitment to equal opportunities and fairness applies irrespective of factors such as race, sex, disability, age, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief and sexual orientation.

**Clydebank Housing Association Limited****Annual Report (01 April 2019 to 31 March 2020)** – submitted to Management Committee **23 June 2020**

## Declaration of Interest/Entitlements, Payments and Benefits/Gifts and Hospitality

## Details of gifts recorded in Register during year

<b>Date</b>	<b>Source</b>	<b>Details</b>	<b>Shared corporately (Yes/No)</b>	<b>Permitted (Yes/No) (Cost not exceeding £50)</b>	<b>Register signed by Secretary at date of report (Yes/No)</b>
29/05/2020	Tenant, Mr Lang	Chocolates	Yes	Yes	Yes
06/08/2020	Tenant, M. Deska	Chocolates	Yes	Yes	Yes
08/11/2020	Radnor Park Residents Association*	Wine/2 glasses - wedding gift	No	Yes	Yes
08/11/2020	Tenant Panel Member– Mrs Sweeney*	Wine/chocolates/photo album – wedding gift	No	Yes	Yes
13/11/2019	CMS	2 tickets to show	Yes	Yes	Yes
13/12/2019	Ventilation Company	2 boxes of chocolates	Yes	Yes	Yes
16/12/2019	Gregor Cameron Consultancy	12 bottles of wine	Yes	Yes	Yes
16/12/2019	Tenant, Mrs Docherty	Biscuits	Yes	Yes	Yes
18/12/2019	Averton Landscapes	Bottle of spirits	Yes	Yes	Yes
19/12/2019	GOC Engineering	5 Bottles of spirits and 5 wine	Yes	Yes	Yes
19/12/2019	Jacksons Lifts	2 x bottles of wine	Yes	Yes	Yes
20/12/2019	Brian Hood	3 x bottle of wine	Yes	Yes	Yes
23/12/2019	City Technical	2 x bottles of wine	Yes	Yes	Yes
06/01/2020	C Hanlon	2 x bottles of wine & chocolates	Yes	Yes	Yes
09/01/2020	RPMTRA/Mrs Stewart	Homemade ginger wine & chocolate	Yes	Yes	Yes

\*Acceptance of the gifts approved by Management Committee

**The Declaration of Interest Registers for both Staff and Committee are up to date – information below as at 17.06.20****Total number of our people using our contractors during the year      -      0**

**Details of declarations are as follows: -**

<b>Staff</b>		
<b>Details</b>	<b>Number</b>	<b>Staff Member</b>
Relative who is a factored owner	2	Alison Macfarlane/Joan Craig
Tenant of Clydebank HA	4	Chato Chilambwe/Jim Inglis/Ann Doris/Rae Carruthers
Relative of another staff member	4	Rae Carruthers/Ryan Savage Sinead Farrell/Joe Farrell
Relative of Clydebank HA Tenant	1	Joan Craig
Connection with Clydebank HA contractor(s)	1	Joan Craig
Board member of another RSL	2	Sharon Keenan and Melanie Cameron

<b>Management Committee</b>		
<b>Details</b>	<b>Number</b>	<b>Committee Member</b>
Tenant of Clydebank HA	3	Joe O'Donnell/Doris Smith/Tom McCormack
Relative of Clydebank HA Tenant	3	John Mooney/Grace Daly/Paul Shiach
Staff Member of another RSL	2	Kimberley Tennant (DPHA) and Laura Breeze (Linstone HA)
CHA Factored Owner	4	John Hillhouse/Paul Shiach/Grace Daly/John Calderwood
Relative of a CHA factored owner(s)	1	Paul Shiach
Public Responsibility (Councillors)	2	John Mooney/Marie McNair

**Gifts given by us to our people**

Long service awards – Staff	-	0 (25 Years' Service Award - £100)
Long service awards – Committee	-	0
Staff Retirement Gifts	-	0

**Donations made by our contractors to sponsor/advertise at events**  
AGM 2019

- 12 Contractors/Consultants = £1,420 in total

**Entitlements, Payments and Benefits Register**  
Rae Carmichael, staff member - granted tenancy of CHA property